



USAID | RWANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72069622R00003

ISSUANCE DATE: December 13, 2021

CLOSING DATE/TIME: December 31, 2021/5:30 p.m. CAT

SUBJECT: Solicitation for a *Solicitation for a Resident Hire U.S. Personal Services Contractor (USPSC) Democracy and Governance Advisor*

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under a contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Molly Steinbauer
Supervisory Executive Officer and Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72069622R00003
2. **ISSUANCE DATE:** December 13, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 31, 2021/5:30 p.m. Central Africa Time (CAT)
4. **POINT OF CONTACT:** Human Resource Office, e-mail kigalihr@usaid.gov
5. **POSITION TITLE:** Democracy and Governance Advisor
6. **MARKET VALUE:** \$79,468 to \$103,309 equivalent to GS-13. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The base period will be 2 years, estimated to start on o/a February 07, 2022 to February 06, 2024. Based on Agency need the Contracting Officer may exercise additional 3 option periods of 1-year for the dates estimated as follows:

Base period	February 07, 2022 to February 06, 2024
Option 1	February 07, 2024 to February 06, 2025
Option 2	February 07, 2025 to February 06, 2026
Option 3	February 07, 2026 to February 06, 2027

8. **PLACE OF PERFORMANCE:** Kigali, Rwanda
9. **ELIGIBLE OFFERORS:** Open to U.S. Citizens who reside in Rwanda.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES

1. **Basic Functions**

Under the direct supervision of the Democracy and Governance Office Director, the Democracy and Governance Advisor will be responsible for planning, developing, and managing designated programming pertaining to democracy development, including elections, media, civil society, justice sector strengthening, decentralization, social cohesion, and citizen participation. The advisor will serve as a member of the Mission's Democracy and Governance office and will work closely with the USAID Mission, the U.S. Embassy, and the Government of Rwanda (GOR). S/he is expected to contribute to the development of new strategies and innovative programming, as well as supporting the Mission with respect to cross-sectoral strategies and planning.

The Advisor will serve as one of the Mission's technical resources on democratization, strengthening of key government institutions, sub-national governance, civil society, rule of law, media and human rights, and youth empowerment, and as a point of contact on matters relating to programming in these areas. The Advisor will also liaise with other USG agencies and international organizations and foreign donors that provide assistance for democracy development to ensure that Rwanda's democracy activities are fully coordinated with other actors active in these areas.

2. Major Duties and Responsibilities:

The incumbent will be responsible for the following:

Program Management

- Manage and support democracy and governance activities, including determining work priorities in consultation with the DG Director, making decisions on activity implementation, identifying and resolving program issues, assuring that all activities are carried out in a technically-sound and cost-effective manner, and assuring activities are carried out in accordance with all applicable Mission and Agency directives and requirements.
- Provide technical inputs about programs for which s/he has cognizant technical officer or activity manager (i.e. contracts and/or grants) responsibilities to the DG Director and Program Office in order to prepare for and complete USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by the Government of Rwanda, Congress, Department of State, USAID/Washington, US Embassy, and USAID/Rwanda.
- Plan, implement, participate in, comment upon, or prepare Mission views on evaluations, assessments or audits of activities.
- Organize technical evaluation committees and participate in the evaluation of DG contract and grant proposals. Analyze budgets and assess the appropriateness of various modalities of assistance. Advise on program justifications and documentation requirements.
- Provide technical advice and recommendations to the DG Team and implementing partners regarding program design and implementation so as to maximize the impact on good governance and democracy in Rwanda.
- Assist in determining the additional analyses, assessments, or reviews that are required to develop Mission activities in the area of good governance and democracy development, designing and overseeing the implementation of such analyses or assessments, and follow up as necessary.

Strategy Development, Innovation, and Cross-Sectoral Programming

- Participate in, coordinate or manage strategy development with respect to overall Mission activities.
- Participate in the preparation of the Country Development Cooperation Strategy and other initiatives as needed

Coordination, Technical Advice and Policy Dialogue

- Participate in, coordinate or manage USAID inputs into democracy sector assessments conducted in conjunction with other USG agencies, international organizations, or other donors.
- Maintain contact and engage with high-ranking Government of Rwanda Officials, staff and senior representatives of international organizations and missions, NGOs, civil society, media, political parties, and foreign donors active in the democracy sector, USAID assistance providers, and other U.S. Government agencies involved in the promotion of good governance and democracy.

General Management

- Provide support for maintaining and updating the DG office budget and program planning systems.
- Support the updating and maintenance of the DG Intranet site.
- Continuously gathering information about and keeping current on development in the democracy area in Rwanda and reporting such developments as required to the DG Team and Director.
- Carry out other tasks related to USAID/Rwanda's democracy sector programming as assigned by the DG Director or his/her designee.

The Advisor will handle all assigned work either independently or as part of teams according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The Advisor is expected to make independent judgments while working as part of the Democracy and Governance Team. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities required for fulfilling the major duties and responsibilities of this position.

3. Supervisory Relationship: Incumbent directly reports to the Democracy and Governance Office Director.

4. Supervisory Controls: This position has no supervision responsibilities.

12. PHYSICAL DEMANDS

The work requested is primary sedentary and does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

- a. Education:** A Master of Science/Arts or equivalent level in Political Science, Law, International Relations or related field is required.
- b. Experience:** A minimum of four years of progressively responsible experience with demonstrated organizational and administrative skills in the following illustrative areas: International development, local capacity building, and/or human rights. This may be met by experience in the administration of justice,

local governance strengthening, civil society development, elections, and/or legislative strengthening. This experience could have been gained through work with other international donors or Civil Society Organizations (CSOs) managing international development programs, more than one year of overseas experience in a development nation, and/or experience working on complicated, politically sensitive issues.

c. English Proficiency: Level IV (fluent).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. Only the highest-ranked applicants will be interviewed.

1. Eligibility

To meet the basic eligibility requirements for this position the offeror must:

- Be a U.S. citizen who resides in Rwanda;
- Be able to obtain or already have a Work Permit;
- Submit a complete application submitted as outlined in the section IV;
- Be eligible to attain clearance for Facility Access;
- Be cleared medically to work in Rwanda;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary.

2. Process and Evaluation Factor Values

After the closing date for receipt of applications, those that meet the minimum qualification requirements (*see II. a. and b.*) will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be reviewed. The TEC will review and score the applications based on the following listed evaluation factors.

Application: 25 Points

Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work.

Writing Sample: 15 Points

Extent to which the applicant demonstrates an understanding of the Rwandan context and opportunities for development in the democracy and governance sector in the country. Applicants must submit a written essay of no more than two pages (Times New Roman, 12 point type) which will be evaluated on logic, structure, and English language.

Interview: 60 Points

Total: 100 Points

References PASS / FAIL

References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
2. Rwandan Resident Permit
3. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Application package must include a cover letter with the résumé or Curriculum Vitae.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO)/Executive Officer (EXO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Declaration for Federal Employment (OF-306);
2. Medical History and Examination Form (DS-6561);
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
4. Security forms:
 - i. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
 - ii. Fingerprint Card (SF-87);

iii. Statement of Prior Service (SF-144A).

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a resident hire PSC is authorized the following benefits:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Annual Increase (when approved by Congress, and pending a satisfactory performance evaluation)
- (d) Annual and Sick Leave

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

- 6. USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
- 7. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with

	- Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_

8. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

- [AAPD 21-01 Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J](#)
- [AAPD 20-08 Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs](#)
- [AAPD 18-02 REVISED Revisions to Medevac Policies for USPSCs and TCNPSCs](#)
- [AAPD 10-01 PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS](#)
- [AAPD 06-10 PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY](#)
- [AAPD 06-08 AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS](#)

9. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

10. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.